

AGENDA
WEDNESDAY, SEPTEMBER 2, 2020, 9:00 A.M.
PIKE COUNTY COMMISSIONERS' OFFICE

1. Call to Order.
2. Pledge of Allegiance.

PUBLIC COMMENTS/QUESTIONS CONCERNING TODAY'S AGENDA

1. Approve September 2, 2020 Agenda.
2. Approve August 19, 2020 Meeting Minutes.
3. Approve August 18, 25 and 28, 2020 Conference Minutes.
4. Approve payment from **GENERAL FUND (County Bills)**.....\$242,736.90
5. Approve payment from **CLEAN & GREEN FUND (Pike Ag Land Pres.)**\$4,658.00
6. Approve payment from **PIKE COUNTY EMPLOYEES HEALTH INS.FUND**\$297,300.19

PERSONNEL

1. Motion to acknowledge receipt of a letter from Warden Craig Lowe advising that he has transferred, with Prison Board approval, **SARAH FABIAN** from Correctional Officer to full-time Food Production Supervisor for the Correctional Facility, for a 40 hour work week, effective August 17, 2020. This is a replacement position.
2. Motion to acknowledge receipt of a letter from Warden Craig Lowe advising that he has hired, with Prison Board approval, **JOSHUA BURKAVAGE AND KEEGAN WERNER** as full-time Correctional Officers for the Correctional Facility, for a 40 hour work week, effective September 8, 2020, with benefits after 90 days.
3. Motion to hire **JOHN JANOSIK** as a part-time Van Driver for the Transportation Office, for less than 1000 hours per year, effective September 2, 2020, with no benefits. This is a replacement position.

Motion to recess the Commissioners' Meeting to hold a Salary Board Meeting.

SALARY BOARD

1. Motion to convene Salary Board.
2. Motion to approve the August 19, 2020 Salary Board Minutes.
3. Motion to set the pay of **SARAH FABIAN** at \$14.00 per hour, due to her transfer from Correctional Officer to full-time Food Production Supervisor for the Correctional Facility, for a 40 hour work week, effective August 17, 2020. This is a replacement position.
4. Motion to set the pay of **JOSHUA BURKAVAGE AND KEEGAN WERNER** at \$17.37 per hour, as full-time Correctional Officers for the Correctional Facility, for a 40 hour work week, effective September 8, 2020, with benefits after 90 days.
5. Motion to set the pay of **JOHN JANOSIK** at \$11.00 per hour, as a part-time Van Driver for the Transportation Office, for less than 1000 hours per year, effective September 2, 2020, with no benefits. This is a replacement position.
6. Motion to adjourn Salary Board.

Motion to reconvene the Commissioners' Meeting.

OLD BUSINESS

1. Motion to reject all bids and re-advertise for bids for the Pike County Correctional Facility Waste Water Treatment Plant Controls Building Roof Replacement Project.

NEW BUSINESS

1. Motion to approve the Request for Proposals for the Pike County Trail Feasibility Study.

2. Motion to execute the PCCD Grant Application for the Child Advocacy Centers-Birth Certificate Project Funding for \$47,000 on behalf of the District Attorney's Office.
3. Motion to execute the PCCD Grant Application for the Victim/Witness Services, Victims of Crime Act, Victims of Juvenile Offenders Funding the Victim Witness Program for \$132,148, on behalf of the District Attorney's Office.
4. Motion to approve the proposal from Vector Security, as recommended by the Prison Board, for the annual fire inspection at the Correctional Facility.
5. Motion to execute the CDBG Subrecipient Agreement between Family Promise of Monroe County and the County of Pike, on behalf of the Human Development Office.
6. Motion to execute the CDBG Flagged Activities Reporting Schedule Reasons for Delay and Remediation Plan, on behalf of the Human Development Office.
7. Motion to authorize the Chairman to execute the Affordable Housing Fund Payment Voucher payable to Delaware Run for Senior Housing Subsidy for September 2020 for \$1,629, on behalf of the Human Development Office.
8. Motion to execute the FY 2020-21 Purchase of Service Agreements between the following providers and the County of Pike, on behalf of Children & Youth Services: Bethany Children's Home, Concern Professional Services, County of Northampton, Devereux Foundation and Family Care for Children & Youth.
9. Motion to execute the FY 2019-20 Plan & Budget Amendment Certification Statement for Children & Youth Social Service Programs.
10. Motion to execute the Agreement for Subcontracted Services between Ryan's Deli and the County of Pike, on behalf of the Area Agency on Aging.

MISCELLANEOUS: None.

PRESS & PUBLIC COMMENTS/QUESTIONS/ADJOURNMENT. THE NEXT REGULAR MEETING OF THE PIKE COUNTY COMMISSIONERS WILL BE HELD ON WEDNESDAY, SEPTEMBER 16, 2020, AT 9:00 A.M. IN THE PIKE COUNTY ADMINISTRATION BUILDING.

Wednesday, August 19, 2020

The second regular meeting of August 2020 of the Pike County Commissioners was called to order by Commissioner Schmalzle at 9:00 a.m. at the Pike County Administration Building, followed by the “Pledge of Allegiance” to the flag.

PRESENT: Commissioners Osterberg (via telephone), Schmalzle and Guccini (via telephone); Chief Clerk Orben; and Solicitor Farley.

Public Comments/Questions concerning today’s agenda.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to recess the Commissioners’ Meeting to hold a Retirement Board Meeting.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

A RETIREMENT BOARD MEETING WAS HELD.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to reconvene the Commissioners’ Meeting.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to approve the August 19, 2020 Agenda.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to approve the August 5, 2020 Commissioners’ Meeting Minutes.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to approve the August 5 and 12, 2020 Commissioners’ Conference Minutes.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to approve payment from **GENERAL FUND (County Bills)**, in the amount of **\$664,508.02**, subject to further review.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

PERSONNEL:

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to promote **CARLA BROWN** from Caseworker 1 to Caseworker 2 for Children & Youth Services effective August 17, 2020.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to promote **ALEX LEVITIN** from Caseworker 1 to Caseworker 2 for Children & Youth Services effective August 17, 2020.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to recess the Commissioners’ Meeting to hold a Salary Board Meeting.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

A SALARY BOARD MEETING WAS HELD.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to reconvene the Commissioners’ Meeting.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

OLD BUSINESS:

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to award the bid for the purchase of fortified flavored beverage bases for the Correctional Facility to Bernard Food Industries for \$8,176.32.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to table the bid award for the Correctional Facility Wastewater Treatment Plan Controls Building Roof Replacement Project until September 2, 2020.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

NEW BUSINESS:

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to adopt Resolution No. 20-23, Suicide Awareness and Prevention Month, September 2020 and Suicide Awareness and Prevention Day, September 10, 2020, which was read by Commissioner Schmalzle.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

Commissioner Guccini commented that every year there is a walk at the Wallenpaupack School. He was not certain if it was being held this year due to the pandemic. This is an issue that continues to have more and more importance as time goes on especially among young people. The numbers are pretty staggering. This is a very important issue to recognize. Commissioner Osterberg concurred with Commissioner Guccini and that people know the importance of helping each other. There will be resources posted on the County website.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to execute the Survey of Polling Place Accessibility for the Elderly and Persons with a Disability County Summary Sheet on behalf of the Election Office.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted ‘aye’. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to execute the PCCD STOP Violence Against Women Grant Application for the Domestic Abuse Response Team Project for \$125,000, on behalf of the District Attorney's Victim Witness Program.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to execute the Contract for Professional Services between Michael P. Caiazzo, Psy. D. and the County of Pike, on behalf of Children & Youth Services.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to authorize the Vice Chairman to execute Amendment No. 2 to the Memorandum of Understanding between the PA Department of Aging and the County of Pike, on behalf of the Area Agency on Aging.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to authorize the Vice Chairman to execute the Affordable Housing Fund Payment Voucher in the amount of \$5,075, payable to Diana T. Myers & Assoc. for the July 2020 Pike Strategic Plan, on behalf of Human Services.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to authorize the Vice Chairman to execute the Affordable Housing Fund Payment Voucher in the amount of \$1,812, payable to Delaware Run for August 2020 Senior Rental Assistance, on behalf of Human Services.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to authorize the Vice Chairman to execute the Affordable Housing Fund Payment Voucher in the amount of \$63.75, payable to Recorder of Deeds for a Lien Satisfaction from Act 37, on behalf of Human Services.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MISCELLANEOUS:

- Commonwealth Financing Authority PA Small Water and H2O Programs Grant Award for the Well at the Blooming Grove Complex was awarded in the amount of \$165,750. Commissioner Osterberg stated that the Planning Department worked diligently on this funding application. This funding will enable the County to complete the project and make the property more appealing to commercial development, such as medical providers, etc. The County has needed a third well there for quite some time, and hopefully with these funds the well can be drilled. This County needs proper infrastructure to get medical providers and/or hospitals. That property will add more to invite those entities to the Blooming Grove area where we need more medical services. Commissioner Osterberg thanked Mike Mrozinski and the Planning Office, Mike Peifer, Lisa Baker and Rosemary Brown for their support.

- 2020 Census Update – Krista Gromalski presented the following updates on behalf of the Pike County Complete County Committee who have been meeting the past couple of months to help boost responses to the census. The census is critical to Pike County because over the next 10 years it does affect funding for so many important services to the people of Pike County. Currently, the Census are conducting Mobile Questionnaire Assistance Centers at various locations throughout the County. In the coming weeks if you can't respond online or don't have time to wait on the phone you can go to these Centers and Census staff will help you complete the very brief survey. The upcoming dates are today at Key Food in Milford from 2 p.m. to 6 p.m.; August 22nd at Weis Market in Lords Valley from 11 a.m. to 4 p.m.; August 27 at Key Food in Milford from 2 p.m. to 6 p.m. and August 29 at Weis Market in Lords Valley from 11 a.m. to 4 p.m. Census takers will be visiting households in Pike County who have not responded to the census. Total within Northeastern Pennsylvania will be about 1200 census takers in the area over the coming weeks. There is also time for people to respond online or by phone. For more information please visit www.2020census.gov. There is about a month or so left to respond. It is very important for Pike County to get as many people to respond as possible to create more funding options over the next decade. The County rate of response currently is about 39.2% which is up from 2010 about 9 points, but that number really needs to be boosted much more. The Commissioners continue to urge everyone to complete the census. We can do better than 39%.

- Pike Housing Survey – Commissioner Guccini explained that arrangements were made to have a housing survey done and is pretty well along in terms of gathering data. There was a survey just out, which is on the County website, to send out to a lot of other individuals and entities. The Aging Office is also getting the survey out there. The Commissioners are asking everyone to complete the survey, which is about 9 pages, to get input from the community on what they feel the most important housing needs are in the County and this is a very important part of the study.

- Electronic Recycling Event open to all Pike County residents sponsored by the Commissioners and the Dingman Township Board of Supervisors on Saturday, September 12 from 8:30 a.m. to 1:00 p.m. at the Dingman Township Park, 679 Log Tavern Road, across from the firehouse. Cash only – a car load is \$20, a pickup load is \$40, commercial entities is \$100 but you must be pre-registered. There was a similar event in Wallenpaupack and it was very busy and a great opportunity to get rid of all the electronics left after upgrading and moving on to new things. There is no charge for Dingman Township residents, as costs are being covered by Dingman Township. Proof of residency is required.

PRESS & PUBLIC COMMENTS/QUESTIONS/ADJOURNMENT
THE NEXT REGULAR MEETING OF THE PIKE COUNTY COMMISSIONERS WILL BE HELD ON
WEDNESDAY, SEPTEMBER 2, 2020, AT 9:00 A.M. IN THE PIKE COUNTY ADMINISTRATION BUILDING.

**Commissioners' Conference
Tuesday, August 18, 2020**

PRESENT: Commissioners Schmalzle and Guccini, Chief Clerk Orben.
NOT PRESENT: Commissioner Osterberg.

The Commissioners met with Ryan Haller of CM3 Building Solutions to discuss their Energy Conservation Services.

The Commissioners had a discussion regarding the bond refinancing.

Commissioners' conference was adjourned.

**Commissioners' Conference
Tuesday, August 25, 2020**

PRESENT: Commissioners Osterberg, Schmalzle and Guccini, Chief Clerk Orben; Treasurer Gilpin.

The Commissioners held a phone conference with David Payne of PNC Bank and Bond Council Joe Pierce of Eckerts, Seamans, Sherin & Mellot to discuss restructuring the current bond.

Executive Session

***w/ SAM (Service Access & Management, Inc.
To discuss contract and personnel issues.***

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to authorize the Chairman to execute the Amendment to the Ancillary Provider Services Agreement between AmeriHealth Caritas Health Plan and the County of Pike, on behalf of the Area Agency on Aging to extend the term of the agreement to December 31, 2020.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Schmalzle, to authorize the Chief Clerk to execute the Correctional Facility Sewage Planning Module revision.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Schmalzle, to execute the Agreement between the PA Department of Drug & Alcohol and Carbon/Pike/Monroe Counties.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

Commissioners' conference was adjourned.

**Commissioners' Conference
Friday, August 28, 2020**

PRESENT: Commissioners Osterberg, Schmalzle and Guccini, Chief Clerk Orben.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to approve payment from the following:

GENERAL FUND (County Bills).....\$239,255.86

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Schmalzle and seconded by Commissioner Osterberg, to authorize the Chairman to execute the Work Order between Sparrow Wetland Services and the County of Pike, for services at the East Sugar Mountain Road Bridge at Little Bushkill Creek.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Schmalzle, to accept the proposals from Hunter Roofing & Construction for the roof replacements at 105 West High Street for \$8,800 and 107 West High Street for \$9,000.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Schmalzle, to accept the proposal from Summit Exteriors for the roof replacement at 213 Silver Lake Road, Dingmans Ferry for \$17,220.

VOTE: Commissioners Osterberg, Schmalzle and Guccini voted 'aye'. Motion carried.

Commissioners' conference was adjourned.

**SALARY BOARD
AUGUST 19, 2020**

PRESENT: Commissioners Osterberg (via telephone), Schmalzle and Guccini (via telephone);
Chief Clerk Orben.

NOT PRESENT: Treasurer Gilpin.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, to convene
Salary Board.

VOTE: All members voted 'aye'. Motion carried.

MOTION: by Commissioner Osterberg and seconded by Commissioner Guccini, approve the
August 5 and 12, 2020 Salary Board Minutes.

VOTE: All members voted 'aye'. Motion carried.

MOTION by Commissioner Osterberg and seconded by Commissioner Guccini, to increase the
annual pay of **CARLA BROWN** to \$41,135, due to her promotion from Caseworker 1 to
Caseworker 2 for Children & Youth Services effective August 17, 2020.

VOTE: All members voted 'aye'. Motion carried.

MOTION by Commissioner Osterberg and seconded by Commissioner Guccini, to increase the
annual pay of **ALEX LEVITIN** to \$41,135, due to his promotion from Caseworker 1 to
Caseworker 2 for Children & Youth Services effective August 17, 2020.

VOTE: All members voted 'aye'. Motion carried.

MOTION: by Commissioner Guccini and seconded by Commissioner Osterberg, to adjourn
Salary Board.

VOTE: All members voted 'aye'. Motion carried.

Salary Board Meeting Adjourned.